

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING
16 June 2015 conference call: 1700-1830 (Pacific Daylight Time)
Amended and approved: 25 August 2015

Present (9):

Kathy Kuletz (Chair), Jane Dolliver (Secretary), Christine Ogura (Treasurer), Robb Kaler (AK and Russia), Nina Karnovsky (Chair Elect), Andrew Titmus (Student Representative), Kuniko Otsuki (Asia and Oceania), Stan Senner (Vice Chair for Conservation), Stephanie Avery Gomm (Canada)

Absent (6):

Jo Smith (Past Chair), Anna Weinstein (northern California), Samantha Richman (US East Coast), Stefan Garthe (Europe/Africa), Peter Hodum (WA/OR/CA), Yuri Albores Barajas (California, Hawaii, Mexico Representative).

AGENDA

Motion: Adopt Agenda (Kathy Kuletz), Jane Dolliver Seconds

Nays: 0, Abstentions: 0, Yays: 9

Passed

MEETING MINUTES

Motion: Approve minutes for Feb (Stephanie Avery-Gomm), Robb Kaler seconds

Nays: 0, Abstentions: 0, Yays: 9

Passed

Motion: Approve minutes for Apr with Christine's changes (Kathy Kuletz), Stan Senner seconds

Nays: 0, Abstentions: 0, Yays: 9

Passed

Motion: Approve minutes for May (Stan Senner), Robb Kaler seconds

Nays: 0, Abstentions: 0, Yays: 9

Passed

ANNUAL MEETING

Location is Oahu. Based on survey data, Lindsay is proposing to go ahead with Turtle Bay Feb 10th-13th. Re budget: note that the plenary costs are based on 2012, the planner budget is separate (planner is responsible for coordinating those items).

The basic room rate is \$309/night (for rooms reserved as a block – not required). This rate is of concern for students and early career scientists. In 2012, quite a few attendees stayed in nearby condos. Is there a way to coordinate condo sharing? Last time, there were links (in PSG web sites) to reserving that made it easy. Turtle Bay is inexpensive for the society, if we spend 60K in food, we get the meeting space for free. If there is a big effort made to advertise other options that might not deter as many.

Motion to approve Turtle Bay on Feb 10-13 (Kathy Kuletz), Nina Karnovsky seconds

Nays: 1, Abstentions: 0, Yays: 8

Passed

Things Kathy will pass on to Lindsay:

- 1) If we go w/ a block of block of rooms are we committed to filling them? What is the cost/night if we don't get a block of rooms?
- 2) Need to form a list of all other accommodation options to provide to members
- 3) Need info about shuttles and lunches that are included (for members to take into consideration)
- 4) Create room share forum
- 5) Consider lower student registration rate?
- 6) Create (online) request for people bringing students to host students from other institutions
- 7) Create a way for foreign students/foreign researchers to coordinate as well, to share/reduce costs.

TREASURER'S REPORT

Goal is to pass budget in the black; in the past there have been some circumstances where the budget was passed in the red. Last year there were some questions on the budget – how are funds spent? how are funds used? This draft FY16 budget draft addresses those.

Section A, income: the bulk of income is membership; next biggest income is annual meeting.

Publications come out of the endowment (e.g., Marine Ornithology).

Section B, expenses: Chair's discretionary fund – there to help last-minute things that weren't budgeted for. Other expenses cover basic operations: insurance for board, website, listserv, survey monkey, postage, telephone calls, supplies, rental for PO Box, accountant, bookkeeper, legal fees, paypal fee, regonline fees, bank fees, registration as a non-profit.

Section C, society services: includes annual meeting dues, subscriptions (e.g., Ornithological Council).

Christine Ogura will follow up and create a summary (white paper) of OC services to PSG.

There is a proposal to change the fiscal year to Apr1-Mar 30 (current fiscal year is Oct 1-Sept 30).

Two reasons for the change: 1) bulk of funding comes in January; 2) date of annual meeting means that we are halfway through budget – no way to for members with concerns to have their concerns addressed; 3) unexpected expenses are added in Feb (associated with the annual meeting) 5-6 months into fiscal year; 4) new treasurer can key up at the ExCo meeting in February, before drafting and finalizing budget.

Stan Senner will send Doug Forsell an email on why fiscal year was changed in the last 4-5 years

What would help people make an informed decision on the change of the fiscal year? What could be distributed to the ExCo? Can we get info on why the budget was changed originally?

Christine Ogura will work up those reasons and connect with people who might know why the fiscal year was changed to current.

Former fiscal year was calendar year: membership revenue and annual meeting revenue were split into 2 fiscal years, perhaps. There are three fiscal years typically used by various organizations: Jul 1-June 30, Oct 1-Sept 30 (federal government), Jan1-Dec 31, this (April-March) would be a non-standard fiscal year. The tax accountant said that it was okay to choose any dates, just need to make sure the paperwork we submit when we do our taxes are in line with those dates.

Christine Ogura will check to see if there are additional costs associated with changing the fiscal year

WEBSITE GURU REPLACEMENT

Current website guru has not been able to keep up; PSG website has not been upgraded in many years. If we wanted to upgrade the website, that would be \$7-10K, based on estimate from Axiom, Inc. in Anchorage. The cost of maintaining the website about \$3K/yr ; based on Axiom estimate. Chair and former Chair would like to request allocation of \$1500 for website support in the next month. Funds set aside for the creation of the PSG banner (in chair's discretionary fund) to support a temporary web site technician.

Motion: Use chair's discretionary fund to reallocate to website maintenance (Kathy Kuletz), Nina Karnovsky seconds

Nays: 0, Abstentions: 0, Yays: 9

Passed.

Could the website be considered a publication, therefore covered by the endowment? Maybe. The endowment is set up very specifically. In the Feb meeting, a bylaw revision was passed. Part of that was expanding/clarifying use of endowment for what publications. Need to go back to that document to see the specifics. If Pacific Seabirds is being published online, then there is a logical link to use the endowment. Additionally, if we have enough surplus from the Annual Meeting, we can add a line item for the website.

Kathy Kuletz and Jane Dolliver will get the final bylaws doc from Doug
Kathy will get final report on annual meeting budget from Doug

LIFETIME ACHIEVEMENT/SPECIAL ACHIEVEMENT AWARDS

We have some proposals for the SAA and one for the LAA from the Chairs/former chairs.

We will review them and others before Aug call – proposals from all members can be submitted until Aug 15.

WORLD SEABIRD UNION (WSU) REPRESENTATIVE

Pat is ready to step down as rep for the WSU, but WSU will have some votes coming up in the next couple of months, so it is best to keep Pat as the WSU rep until we have a replacement.

PUBLICATIONS COMMITTEE

Proposed budget is about \$3K annually for 2 Pacific Seabirds publications

REGIONAL REPORTS

All regional reps weighted in: reports will be formatted by geographic area (east to west, north to south). If a single researcher works in multiple PSG areas they submit 3 reports to 3 regional reps.

PSG CODE OF CONDUCT COMMITTEE

The summary from this committee attached. Please send comments to Jen Zamon.

Motion: To adjourn (Kathy Kuletz), Robb Kaler seconds.